

## **Electronic Device Usage Agreement**

### **2026-2027**

The use of technology in education is a tool to enhance the learning experience. Access will be provided for instructional use and school-related activities only. The following Frederick County Public Schools (FCPS) regulations apply while using **any** device including but not limited to school issued Chromebooks, Personal Mobile Devices (PMD), or any other electronic device used at school. Failure to comply with these regulations may result in disciplinary action in accordance with FCPS disciplinary policies ([Regulation 403-01](#)) and may include loss of access to resources covered under this regulation and/or criminal sanctions. In addition, illegal activities will be reported to the appropriate agencies.

[Regulation 434-01](#) — Technology Use - Students

[Regulation 400-75](#) — Restitution for Damage to School Property

[Regulation 500-05](#) — Replacement of Lost or Damaged Instructional Materials

#### **Student Responsibilities for Technology Use:**

- Students are responsible for keeping their password confidential. Students should not allow other students to access their network accounts.
- Students are required to disclose system, account or file-level passwords upon request of a teacher or school administrator.
- Student Accounts and FCPS-issued Devices are intended for school-related purposes only.
- FCPS complies with the Children's Internet Protection Act. Internet safety of our students is vital. Students should not try to circumvent or disable filtering or other technology protection measures put in place by our system administrators.
- Students are responsible for the careful use and protection of the equipment assigned to them. Upon request, the student shall return equipment in good condition.
- Failure to use technology in a respectful and responsible manner may result in the loss of privileges.

#### **School-Issued Chromebooks**

FCPS does not charge a Technology Fee for student use of an FCPS issued Chromebook. Students are assigned a Chromebook, charger, and case. The use of a school issued device, during the school day or at home, is a privilege that comes with responsibilities.

- Elementary students are provided with a digital device for use in schools ONLY!
  - Pre-Kindergarten students do not use digital devices on a regular basis.
  - Kindergarten, 1<sup>st</sup> & 2<sup>nd</sup> grade students are provided devices at the rate of 1 device for every 5 students.
  - 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> grade students are provided devices at the rate of 1 device for every student
- Secondary students are provided with a digital device that can be used at school and home.
  - All students are provided devices at the rate of 1 device for every student.

If repair for a damaged device incurs a charge, a financial obligation will be issued.

| Technology Repairs & Replacements 2026-2027                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                          |
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| Repair Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Replacement Costs                                                                                                                                                                                                                                                                        |
| Repair incidents within one school year:<br>1st Incident: \$62.50<br>2nd Incident or minor intentional damage: \$114.50<br>3rd Incident or moderate intentional damage: \$234.25<br>4th Incident or extensive intentional damage: \$520.25                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Chromebook: \$520.25**<br>Replacement Charger: \$31.50<br>Replacement Case: \$26.25<br>**Chromebook Fees are fluctuating due to industry-wide shortages, so this amount is subject to change based on market conditions at the time. This volatility is expected to last well into 2027. |
| <ul style="list-style-type: none"> <li>Damaged or Lost Chromebooks should be reported immediately to the User Support Specialist or Technology Support Staff.</li> <li>Any damage that occurs to a device <b>while not in the case</b> will be considered <i>intentional</i>.</li> <li>If FCPS determines the damage to be <i>intentional</i>, the charges will be assessed at the following rates:               <ul style="list-style-type: none"> <li>\$114.50 for minor damage</li> <li>\$234.25 for moderate damage</li> <li>\$520.25** (full replacement cost) for extensive damage</li> </ul> </li> <li>Charges will not be issued for devices damaged by fire, flood, or natural disaster.</li> <li>Charges for devices reported as stolen may be exempted upon receipt of a police report case number.</li> <li>If a malfunction is determined to be the result of routine equipment usage, there will be no repair charge. Exceptions require verification by a qualified technician from FCPS Technology Infrastructure.</li> <li>The school maintains the right to withhold issuing a Chromebook when repeated mishandling of FCPS property is identified.</li> </ul> |                                                                                                                                                                                                                                                                                          |
| <b>School Cash Online is the preferred method of payment for Technology Repairs &amp; Replacements (transaction fee will be applied to the total amount due).</b> <a href="https://frederickcounty.schoolcashonline.com">https://frederickcounty.schoolcashonline.com</a> . Check or cash will be accepted at the school if necessary.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                          |

## Student and Parent/Guardian Information

I acknowledge that FCPS Electronic Devices are the property of FCPS and any personal electronic devices must be used in compliance with regulations. I further understand that FCPS staff will support use of FCPS electronic devices and that neither FCPS nor designated staff are responsible for personal electronic devices. I understand my role is to safeguard electronic devices, taking reasonable steps to prevent damage and/or theft, including keeping the device in the case at all times. I understand that I may be held financially responsible for restitution of lost or damaged property in my care. Upon request, or when I leave the FCPS school system, I will return FCPS electronic devices, along with charger and case, in proper working condition. Failure to return equipment upon request will result in a full replacement charge.

**Signing indicates you have read and understand the Electronic Device Usage Agreement.**

|                            |                 |
|----------------------------|-----------------|
| Student Name:              | Grade:          |
| Student Signature:         | Student School: |
| Parent/Guardian Name:      | Device Tag:     |
| Parent/Guardian Signature: | Date:           |